

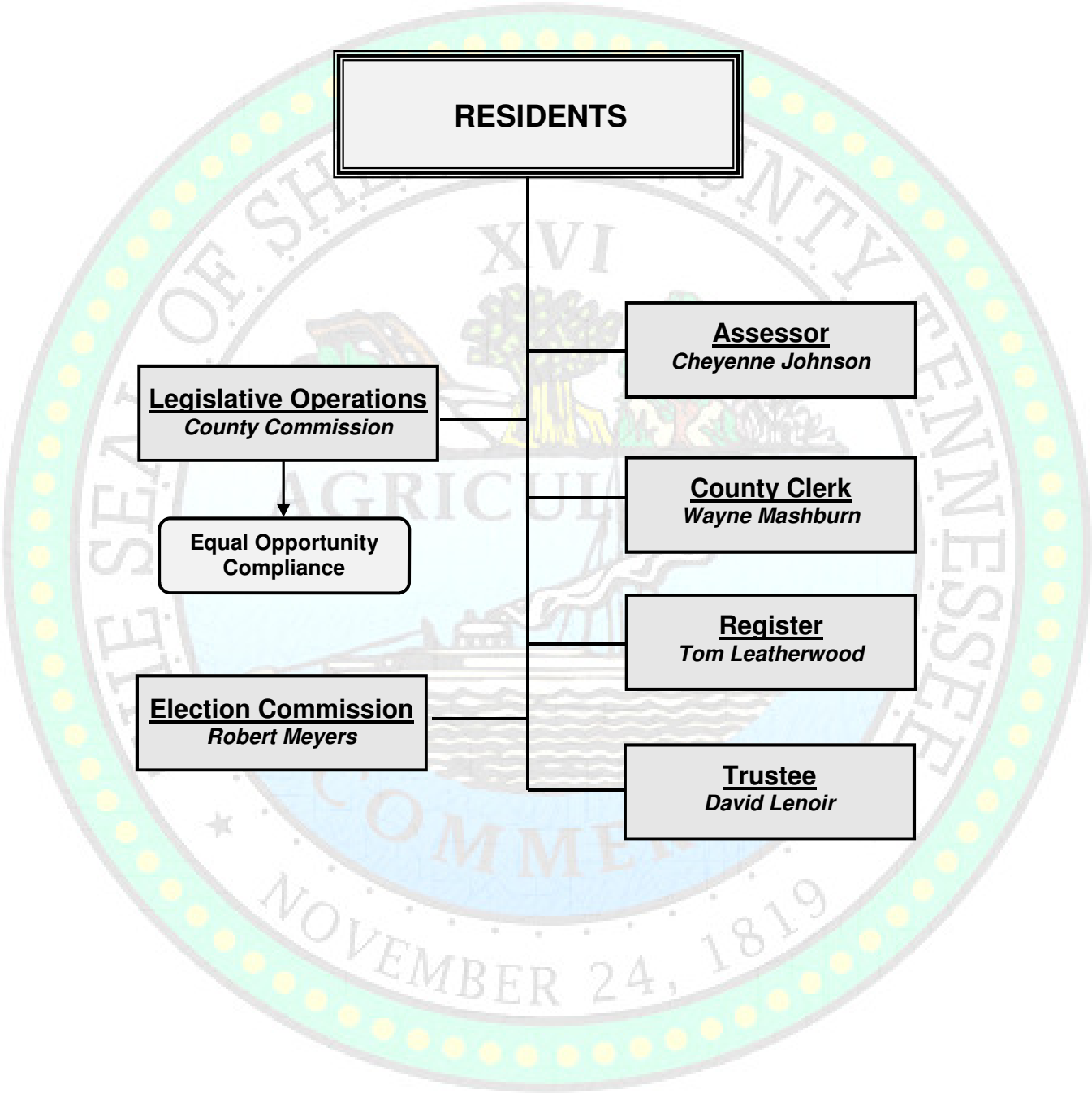
OTHER ELECTED OFFICIALS



FY17 ADOPTED BUDGET

OTHER ELECTED OFFICIALS

Division Organizational Chart by Program



Division Overview for FY17



Other Elected Officials

DIVISION MISSION STATEMENT:

"Other Elected Officials" is the functional reporting group for offices of Elected Officials other than the Mayor, Sheriff and Court Clerks. There is no centralized administration for this group. These offices support the following County goals:



Provide Effective Governance and Sound Stewardship for County Resources

[6-a] Ensure financial stability through sound oversight of fiscal operations, taxation, debt management and revenue collections. Maintain all records of public transactions as required by the State.

[6-d] Build trust and confidence in government through transparent, accessible, and responsive interactions with all internal and external customers.

DEPARTMENTAL MISSION/GOALS:

The strategic goals of the division are achieved through the following departmental structure:

8001 Commissioner's Contingency – To provide undesignated contingency funds for various non-budgeted expenses that are deemed necessary and approved by the Shelby County Commissioners.

8002 Legislative Operations – To ensure that the Board of County Commissioners – the Legislative Branch of Shelby County Government – are provided the necessary operational support to effectively carry out the legislative powers vested to this body by the State Constitution, general laws of the State of Tennessee and the Shelby County Charter.

8003 Equal Opportunity Compliance – To foster a non-discriminatory work environment within Shelby County Government (SCG), to encourage locally owned small business participation in the procurement process of SCG, and to keep accurate employment statistics for SCG.

8004 Assessor – To classify and assess all taxable property in Shelby County as prescribed by law without fear, favor, or affection to the best of her knowledge and ability.

8006 County Clerk – To provide the citizens of Shelby County an efficient and accessible system in which to purchase the necessary Titles, Licenses, and Permits provided by this office.

8007 County Register – To serve as the official record keeper of the County; record, scan and index documents of public record in an orderly and timely manner into a permanent and secure system for retrieval purposes and to collect and report all forms of income to the appropriate state and county agencies.

8008 Trustee – To serve as banking agent for Shelby County; to account for, properly apportion and disburse county funds as mandated and invest idle funds within statutory guidelines as promulgated by TCA 5-8-301.

8009 Election Commission - To administer all public elections in Shelby County in accordance with applicable laws. This Commission is comprised of five (5) members appointed by the Tennessee State Election Commission.

**Other Elected Officials
Service Level Measurements**

Service Levels	FY14 Actual	FY15 Actual	FY16 Estimated
Assessor			
Abstract Transfers	32,141	33,401	34,500
Appeals - Real and Personal Property	15,709	12,726	11,600
Exemptions Approved	1,891	837	840
Personal Property Accounts	34,864	35,839	38,131
Real Estate Parcels Assessed	351,326	351,242	351,163
Legislative Operations			
Number of Resolutions Processed	471	563	560
Number of Ordinances Processed	14	20	20
Numbers of Committee and Commission Meetings	51	46	50
"County Commission in Action" TV Broadcasts	*3	12	12
Equal Opportunity Compliance			
Number of businesses certified to bid	1,882	2,100	2,350
Number of complaints filed by employee/applicant to Federal EEOC	35	45	50
Numbers of contacts required to investigate complaints	1,489	1,500	1,575
Number of complaints received by County EOC with findings delivered	115	150	175
County Clerk			
Wheel Tax Collected	\$ 33,587,594	\$ 34,314,449	\$ 35,086,540
Hotel/Motel Tax Collected	\$ 14,631,197	\$ 15,897,648	\$ 16,917,488
Car Rental Tax Collected	\$ 2,053,273	\$ 2,016,992	\$ 2,122,093
Auto License Revenue Collected	\$ 1,758,643	\$ 1,790,255	\$ 1,790,564
Auto Title Revenue Collected	\$ 1,053,317	\$ 1,071,098	\$ 1,083,712
Motor Vehicle Renewals Mailed Out*	595,373	624,000	630,000
Register			
Number of Powers of Attorney Filed	2,234	2,141	2,100
Number of Tax Liens Filed	4,337	3,274	4,400
Trustee			
Current Shelby County Ad Valorem Taxes Collected Net of Refunds and Commissions	\$ 721,010,309	\$ 730,535,948	\$ 729,790,000
Delinquent Shelby County Ad Valorem Taxes Collected Net of Refunds and Commissions	\$ 25,002,310	\$ 30,938,729	\$ 26,000,000
Payment in Lieu of Taxes Net Collections	\$ 7,175,202	\$ 8,980,674	\$ 8,000,000
Number of Open Bankruptcy Cases at End of Year	2,193	1,768	1,900
Number of Taxpayers that Applied and Received Tax Freeze Benefits	8914/7829	8031/7552	9200/8200
Total Investment Earnings	\$ 1,255,723	\$ 1,346,211	\$ 1,400,000
Election Commission			
Number of registered voters	610,000	600,000	550,000
Number of participating voters	128,100	240,000	220,000
% of participating voters	21%	40%	40%
Number of applications processed/changed	80,000	60,000	75,000
Voting machines prepared for each election	1,250	1,500	1,500

OTHER ELECTED OFFICIALS



FINANCIAL SUMMARY REPORTS

**Prime Accounts
Other Elected Officials**

All Funds

Acct	Description	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Amended	FY17 Adopted
43 - Intergovernmental Revenues-State of		(77,103)	(39,579)	(34,628)	(1,171,898)	(33,500)
44 - Intergovernmental Revenues-Federal &		(892,545)	(5,456,125)	(1,442,699)	(2,234,307)	(1,637,890)
45 - Charges for Services		(14,824)	(17,684)	(15,274)	(20,845)	(21,345)
46 - Fines, Fees & Permits		(35,708,237)	(36,424,415)	(36,645,519)	(35,963,300)	(36,941,655)
47 - Other Revenue		0	(2,615)	0	0	0
48 - Investment Income		(29,991)	(33,404)	(31,512)	(33,300)	(39,900)
Revenue		(36,722,700)	(41,973,821)	(38,169,632)	(39,423,650)	(38,674,290)
51 - Salaries-Regular Pay		17,228,458	16,039,464	16,857,980	18,645,703	19,235,852
52 - Salaries-Other Compensation		396,495	153,741	296,199	407,122	507,122
55 - Fringe Benefits		6,339,635	6,568,292	6,421,409	6,654,161	7,026,177
56 - Vacancy Savings		0	0	0	(896,984)	(1,122,451)
Salaries & Fringe Benefits		23,964,588	22,761,498	23,575,588	24,810,003	25,646,701
60 - Supplies & Materials		394,801	656,307	422,269	562,212	511,044
64 - Services & Other Expenses		1,874,323	1,849,043	1,717,667	1,998,282	2,387,905
66 - Professional & Contracted Services		2,317,836	1,306,177	1,582,230	2,536,619	1,897,435
67 - Rent, Utilities & Maintenance		1,155,138	915,287	942,678	1,089,664	1,035,840
68 - Interfund Services		977,937	908,331	1,051,506	1,160,652	1,218,979
70 - Capital Asset Acquisitions		41,352	159,504	165,511	50,407	18,757
Operating & Maintenance		6,761,387	5,794,649	5,881,863	7,397,836	7,069,960
95 - Contingencies & Restrictions		0	0	0	0	200,000
Contingencies & Restrictions		0	0	0	0	200,000
Expenditures		30,725,974	28,556,147	29,457,451	32,207,839	32,916,661
99 - Planned Use of Fund Balances		0	0	0	(213,238)	1,532
Planned Fund Balance Change		0	0	0	(213,238)	1,532
Planned Fund Balance Change		0	0	0	(213,238)	1,532
98 - Operating Transfers Out		501,368	901,043	0	0	0
Operating Transfers Out		501,368	901,043	0	0	0
Net Transfers		501,368	901,043	0	0	0
Other Elected Officials Total		(5,495,357)	(12,516,631)	(8,712,182)	(7,429,049)	(5,756,097)

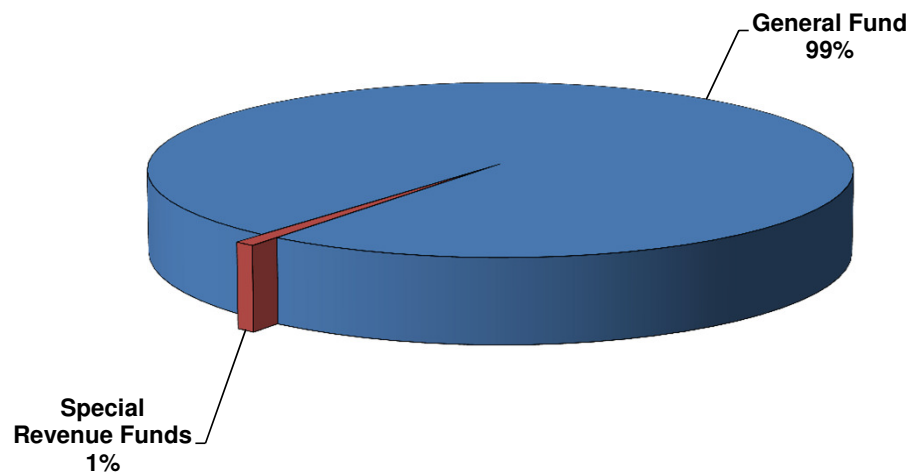
Sources and Uses by Fund Type
Other Elected Officials

All Funds

<u>FUND NAME:</u>	FY17 SOURCES OF FUNDS		FY17 USES OF FUNDS			NET OPERATIONS	
	REVENUE	TRANSFERS IN	EXPENSES	TRANSFERS OUT	FUND BALANCE	NET TOTAL	% of Total
GENERAL FUND							
010 - Election Commission	(22,500)	-	4,098,746	-	-	4,076,246	12%
016 - MVR Supplies Fund*	(65,000)	-	65,000	-	-	-	0%
040 - County Clerk	(10,820,000)	-	5,312,736	-	-	(5,507,264)	16%
041 - Register	(3,604,000)	-	1,807,893	-	-	(1,796,107)	5%
042 - Trustee	(23,852,890)	-	7,165,502	-	-	(16,687,388)	22%
043 - Assessor	(21,500)	-	10,714,210	-	-	10,692,710	33%
044 - County Commission	-	-	3,465,706	-	-	3,465,706	11%
TOTAL GENERAL FUND	(38,385,890)	-	32,629,793	-	-	(5,756,097)	99%
SPECIAL REVENUE FUND							
076 - Register DP Fees	(288,400)	-	286,868	-	1,532	-	1%
ALL FUNDS TOTAL	(38,674,290)	-	32,916,661	-	1,532	(5,756,097)	100%

* Motor Vehicle Registration Supplies Fund reported with the County Clerk's office.

FY17 Uses by Fund



The primary source of funding for Other Elected Officials is the General Fund

Net Expenditures By Department*
Other Elected Officials

All Funds

Fund Dept	Dept Description	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 AMENDED	FY17 ADOPTED
GENERAL FUND						
044 8001	Commissioner's Contingency	-	-	67,092	213,523	350,000
044 8002	Legislative Operations	2,743,096	2,167,935	2,065,161	2,275,047	2,366,455
044 8003	Equal Opportunity Compliance	676,403	633,838	667,364	715,511	749,251
043 8004	Assessor	10,117,684	6,823,543	9,541,739	10,510,514	10,692,710
040 8006	County Clerk**	(4,929,914)	(5,486,922)	(5,843,779)	(5,308,978)	(5,507,264)
041 8007	Register	(2,568,239)	(2,031,672)	(1,707,763)	(1,561,615)	(1,796,107)
042 8008	Trustee	(15,332,526)	(16,723,809)	(17,084,707)	(15,908,457)	(16,687,388)
010 8009	Election Commission	3,928,878	2,203,270	3,702,042	1,635,406	4,076,246
GENERAL FUND TOTAL		(5,364,618)	(12,413,816)	(8,592,850)	(7,429,049)	(5,756,097)
SPECIAL REVENUE FUND						
076 8007	Register DP Fees	(130,739)	(102,815)	(119,332)	-	-
SPECIAL REVENUE FUND TOTAL		(130,739)	(102,815)	(119,332)	-	-
OTHER ELECTED OFFICIALS TOTAL		(5,495,357)	(12,516,631)	(8,712,182)	(7,429,049)	(5,756,097)

*Includes all Sources and Uses of Funds

**Includes restricted Fund 016 - Motor Vehicle Registration Supplies Fund

FTE Position Count Other Elected Officials

All Funds

Fund	Dept	Dept Description	FY13 Budget	FY14 Budget	FY15 Budget	FY16 Actual	FY17 Adopted	FY16-17 Change
GENERAL FUND								
044	8002	Legislative Operations	24.0	24.0	24.0	25.0 ^a	26.0 ^k	1.0
044	8003	Equal Opportunity Compliance	11.0	11.0	11.0	10.0 ^b	9.0 ^c	(1.0)
043	8004	Assessor	137.0	138.0 ^d	143.0 ^e	143.0	143.0	-
040	8006	County Clerk	91.0	91.0	91.0	91.0	91.0	-
041	8007	Register	24.0	24.0	24.0	24.0	24.0	-
042	8008	Trustee	72.0	72.0	70.5 ^f	68.5 ^g	68.5	-
010	8009	Election Commission	24.0	21.0 ^h	21.0	20.5 ⁱ	21.5 ^j	1.0
TOTAL POSITIONS - GENERAL FUND			383.0	381.0	384.5	382.0	383.0	-

Legislative Operations:

- a) FY16 Transferred one (1) Legislative Specialist from Equal Opportunity Compliance
- k) FY17 Added one (1) FTE for a Clerical Specialist position (budget Increase Request)

Equal Opportunity Compliance:

- b) FY16 Transferred one (1) Legislative Specialist to Legislative Operations
- c) FY17 Deleted Deputy Administrator position

Assessor:

- d) FY14 Converted temporary position to permanent position
- e) FY15 Moved five (5) positions from Board of Equalization, Division of Admin & Finance

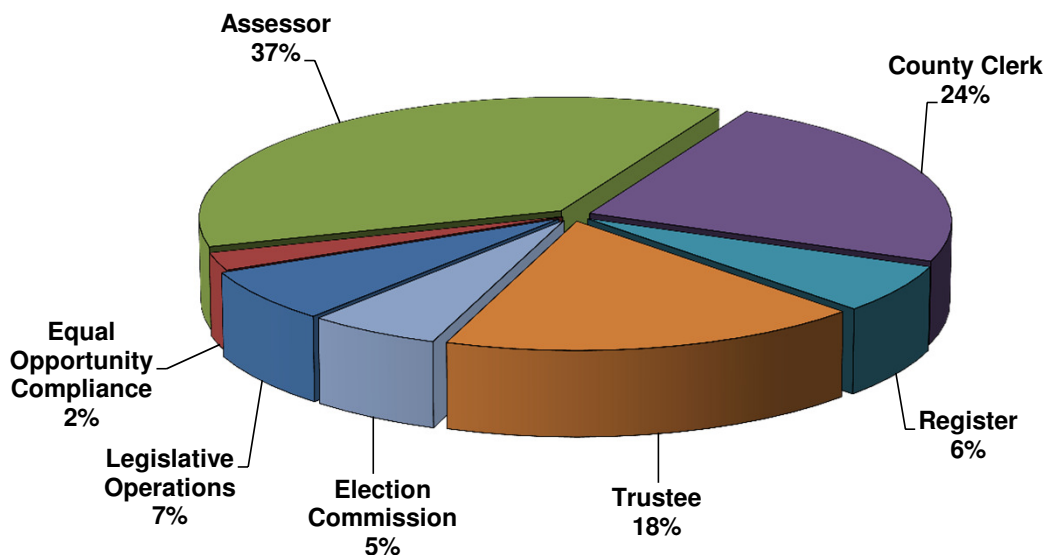
Trustee:

- f) FY15 Corrected three (3) attorney positions from permanent to part-time status (.5 each =1.5 FTE)
- g) FY16 Transferred two (2) positions to Information Technology Services

Election Commission:

- h) FY14 Transferred three (3) positions to Information Technology
- i) FY16 Clerical Specialist position converted from full to part-time position
- j) FY17 one (1) Tech Specialist added.

FTE Positions by Department



**Prime Accounts
Other Elected Officials**

General Fund

Acct	Description	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Amended	FY17 Adopted
43 - Intergovernmental Revenues-State of		(77,103)	(39,579)	(34,628)	(1,171,898)	(33,500)
44 - Intergovernmental Revenues-Federal &		(862,545)	(5,456,125)	(1,442,699)	(2,234,307)	(1,637,890)
45 - Charges for Services		(11,203)	(12,132)	(11,226)	(10,000)	(10,500)
46 - Fines, Fees & Permits		(35,403,525)	(36,146,935)	(36,394,051)	(35,675,000)	(36,665,000)
47 - Other Revenue		0	(2,615)	0	0	0
48 - Investment Income		(29,744)	(33,000)	(30,791)	(33,000)	(39,000)
Revenue		(36,384,120)	(41,690,385)	(37,913,396)	(39,124,205)	(38,385,890)
51 - Salaries-Regular Pay		17,228,458	16,039,464	16,857,980	18,645,703	19,235,852
52 - Salaries-Other Compensation		396,495	153,741	296,199	407,122	507,122
55 - Fringe Benefits		6,339,635	6,568,292	6,421,409	6,654,161	7,026,177
56 - Vacancy Savings		0	0	0	(896,984)	(1,122,451)
Salaries & Fringe Benefits		23,964,588	22,761,498	23,575,588	24,810,003	25,646,701
60 - Supplies & Materials		392,383	655,143	422,269	551,877	504,259
64 - Services & Other Expenses		1,774,689	1,791,232	1,649,753	1,847,743	2,233,860
66 - Professional & Contracted Services		2,317,836	1,306,177	1,582,230	2,532,119	1,897,435
67 - Rent, Utilities & Maintenance		1,068,906	839,490	884,226	993,915	938,997
68 - Interfund Services		977,937	897,793	1,040,968	1,150,114	1,208,541
70 - Capital Asset Acquisitions		21,796	124,194	165,511	35,200	0
Operating & Maintenance		6,553,546	5,614,028	5,744,958	7,110,968	6,783,092
95 - Contingencies & Restrictions		0	0	0	0	200,000
Contingencies & Restrictions		0	0	0	0	200,000
Expenditures		30,518,134	28,375,526	29,320,546	31,920,971	32,629,793
99 - Planned Use of Fund Balances		0	0	0	(225,815)	0
Planned Fund Balance Change		0	0	0	(225,815)	0
Planned Fund Balance Change		0	0	0	(225,815)	0
98 - Operating Transfers Out		501,368	901,043	0	0	0
Operating Transfers Out		501,368	901,043	0	0	0
Net Transfers		501,368	901,043	0	0	0
Other Elected Officials Total		(5,364,618)	(12,413,816)	(8,592,850)	(7,429,049)	(5,756,097)

OTHER ELECTED OFFICIALS



DEPARTMENTAL BUDGET HIGHLIGHTS



ASSESSOR

Cheyenne Johnson, Assessor

FY17 Budget Highlights

DEPARTMENT MISSION:

To fulfill her sworn duty to assess all taxable property in Shelby County as far as ascertainable, to the true owners thereof, and determine the classification and assessed valuation of all taxable property as prescribed by law without fear, favor, or affection to the best of her knowledge and ability. Additionally, the Assessor has pledged to use all the technology and human resources available to increase accuracy, reduce costs and maximize efficiency to provide excellent customer service to the citizens of Shelby County.

DESCRIPTION OF ACTIVITIES:

The Assessor's office identifies and appraises real and personal property according to Tennessee State Constitution and laws, performs reappraisal for changes in property market value over time, list current property ownership, map parcels, and provide descriptions of land and improvements, such as dwellings and other building types.

BUDGETARY ISSUES/TRENDS:

- Reimbursements from the municipalities and the City of Memphis for reappraisal services provided by the Assessor will be collected in FY18 (estimated at \$3 million).
- Use of available technology has allowed the Assessor to manage the growth in properties and appeals without an increase to staffing level.

General Fund 043 – Dept 8004

Assessor	FY15 Actual	FY16 Amended	FY17 Adopted	FY17-16 Var
Revenue	(26,445)	(22,000)	(21,500)	500
Salaries	8,507,341	9,252,511	9,168,548	(83,963)
O&M	1,060,843	1,290,848	1,545,662	254,814
Net Operations	9,541,739	10,521,359	10,692,710	171,351
FTE Count	143	143	143	-

CHANGES TO MAJOR CATEGORIES:

- **Revenue:** Includes reimbursements from State for employee certification pay
- **Salaries/FTE:** Overall reduction to salaries reflects the removal of excess salary budgets and an increased allowance for vacancy savings. No change to FTE count of 143 positions.
- **O&M:** Includes the following increases recommended by the Administration:
 - a) \$206,000 for the cost of postage and printing associated with the reappraisal
 - b) \$59,000 contractual increase for the personal property audit

OTHER:

- No grants or other special revenue funds
- No Increase Requests submitted to the Commission for consideration



COUNTY CLERK

Wayne Mashburn, County Clerk

FY17 Budget Highlights

DEPARTMENT MISSION:

The County Clerk's Office provides the citizens of Shelby County an efficient and accessible system in which to purchase the necessary titles, licenses, and permits provided by this office.

DESCRIPTION OF ACTIVITIES:

The County Clerk issues motor vehicle titles and registrations, driver's license renewals, marriage licenses as well as collecting various State, County and local taxes (Wheel Tax and Sales Tax). The Business Tax division collects the Hotel/Motel Tax, Car Rental Tax and processes a wide variety of business license applications and fees.

REVENUE SOURCES:

Fees are received from the sale of motor vehicle titles, replacement titles, registration, and sales tax transactions; marriage licenses; business licenses for Memphis and Shelby County; driver's licenses; notary public commissions; hotel/motel taxes for Shelby County and the City of Lakeland; car rental taxes; and motor vehicle wheel taxes. In addition, they collect motor vehicle fees for municipalities of Memphis, Bartlett, Collierville, Germantown, and Millington.

General Fund 040 – Dept 8006

County Clerk	FY15 Actual	FY16 Amended	FY17 Adopted	FY17-16 Var
Revenue	(10,661,149)	(10,313,000)	(10,820,000)	(507,000)
Salaries	4,259,362	4,424,240	4,732,954	308,714
O&M	567,268	579,782	579,782	-
Net Operations	(5,834,519)	(5,308,978)	(5,507,264)	(198,286)
FTE Count	91	91	91	-

BUDGETARY ISSUES/TRENDS:

The County Clerk has continued to see revenue growth due to record car sales over the last four years and an increase in the gross receipt tax this past year as the economy begins to improve.

CHANGES IN MAJOR CATEGORIES:

- **Revenue:** projected to increase in Fines & Fees by over \$500,000 or 5% over prior year. Revenue collections have increased by 11% over a five year period.
- **Salaries/FTE:** Base salaries have been adjusted for some job classifications per market study results to improve recruitment and retention. FTE count unchanged at 91 positions.
- **O&M:** No change to total O&M category; spending consistent with prior years.
- **No Increase Requests were submitted for consideration.**

OTHER FUNDS:

- Restricted use Motor Vehicle Registration Supplies Fund (MVR), with revenue and expenses = \$65,000K (within General Fund)
- Data processing fees are credited directly to Information Technology Services
- No grant or other special revenue funds

**FY17 Budget Highlights****DEPARTMENT MISSION:**

The Register is the official record keeper for Shelby County. The Register's mission is to record, scan and index documents of public record in an orderly and timely manner into a permanent and secure system for retrieval purposes, to collect and report all forms of income to the appropriate state and county agencies, and to provide the highest levels of customer service while maintaining economical and efficient operations.

DESCRIPTION OF ACTIVITIES:

The most common documents filed by the Register as permanent records for public notice include tax liens (State and Federal), property titles, mortgages, bankruptcy documents, marriage settlements, contracts, powers of attorney, real estate conveyances, armed forces discharges and affidavits.

REVENUE SOURCES:

The Register collects fines, fees, and permits for recording public records such as tax liens, property titles, mortgages, bankruptcy documents, marriage settlements, contracts, powers of attorney, real estate conveyances, armed forces discharges, affidavits, and data processing fees.

General Fund 041 - Dept 8007

Register	FY15 Actual	FY16 Amended	FY17 Adopted	FY17-16 Var
Revenue	(3,427,063)	(3,302,000)	(3,604,000)	(302,000)
Salaries	1,611,849	1,615,494	1,683,002	67,508
O&M	107,450	124,891	124,891	-
Net Operations	(1,707,764)	(1,561,615)	(1,796,107)	(234,492)
FTE Count	24	24	24	-

BUDGETARY ISSUES/TRENDS:

- Stronger real estate market is generating increased volume of documents recorded.
- Operating cost of this office is completely covered by customer fees; no property taxes are required for support.

CHANGES IN MAJOR CATEGORIES:

- **Revenue:** projected to increase by \$300,000 over current year budget; projected revenue will exceed operating costs by \$1.8 million
- **Salaries:** FTE count unchanged at 24 positions
- **O&M:** No change to O&M category; spending consistent with prior years
- **No Increase Requests were submitted for consideration**

Data Processing Fund 076

The Register's Data Processing Fund (DP Fund) was created by the State with the requirement that a \$2.00 fee be collected on every document recorded. This Special Revenue Fund is designated for the acquisition of computer equipment and software necessary to operate and maintain a data processing system within the Register's Office.

- Revenue has exceeded expenses by at least \$100,000 for the past three years.
- Fund is used primarily for software service and maintenance agreements.
- Fund Balance is \$482,000

**FY17 Budget Highlights****DEPARTMENT MISSION:**

The Trustee serves as the banking agent responsible for the receipt, disbursement, and investment of County funds.

DESCRIPTION OF ACTIVITIES:

The Trustee bills and collects current and delinquent ad valorem property taxes for the County, Millington, and Arlington. Delinquent taxes only have been collected for Bartlett, Germantown, Collierville, and the City of Memphis.

REVENUE SOURCES:

- The Trustee retains a commission of 2% on current property tax collections and 1% on delinquent collections and fees for State and Local revenues received/disbursed.
- Reimbursements from City of Memphis and other municipalities for tax collection services.

General Fund 042 – Dept 8008

Trustee	FY15 Actual	FY16 Amended	FY17 Adopted	FY17-16 Var
Revenue	(23,686,364)	(23,273,000)	(23,852,890)	(579,890)
Salaries	4,704,869	4,978,724	5,012,103	33,379
O&M	1,896,788	2,385,819	2,153,399	(232,420)
Net Operations	(17,084,707)	(15,908,457)	(16,687,388)	(778,931)
FTE Count	70.5	68.5	68.5	-

BUDGETARY ISSUES/TRENDS:

Over the past five years the Trustee's Office has shown a continued increase in Property Tax collection percentages from 92.39% for 2011 to 94.72% for 2015 tax year. As the higher rate of current tax collections stabilizes, collections of delinquent taxes are expected to decline.

CHANGES IN MAJOR CATEGORIES:

- **Revenue:** Reflects commissions on higher value of collections.
- **Salaries:** FTE count remains at 68.5 positions; two positions were transferred to Information Technology Services in FY16.
- **O&M:** budget reduced by \$232,000, including changes in advertising, software, contracted services and movement to county telephone and copier services.

OTHER:

- No other special revenue or grant funds
- No Increase Requests were submitted for consideration



ELECTION COMMISSION

FY17 Budget Highlights

Linda Phillips, Administrator

DEPARTMENT MISSION:

The mission of the Shelby County Election Commission is to administer all public elections in Shelby County, Tennessee, in accordance with applicable laws.

DESCRIPTION OF ACTIVITIES:

The Election Commission administers elections conducted for the Federal Government, State of Tennessee, City of Memphis, Shelby County, and other municipalities within Shelby County.

REVENUE SOURCES:

Revenue is generated from reimbursements from the State, City, and other municipalities within Shelby County and from sales of voter registration data to the public.

GENERAL FUND 010 – Dept 8009

Election Commission	FY13 Actual*	FY16 Amended	FY17 Adopted	FY17-16 Var	FY17-13 Var
Revenue	(65,891)	(2,139,205)	(22,500)	2,116,705	43,391
Total Personnel	2,493,051	2,224,411	2,673,846	449,435	180,795
O&M	1,501,718	1,550,200	1,424,900	(125,300)	(76,818)
Net Operations	3,928,878	1,635,406	4,076,246	2,440,840	147,368
FTE Count	24.0	20.5	21.5	1.0	(3)

*Using FY13 actuals to compare with same election cycle in FY17.

*Added 1 FTE in the amount of \$58,216 and \$146,000 in O&M by increase requests

BUDGETARY ISSUES/TRENDS:

The four year cycle of elections can have a significant budget impact, depending on the type of election and reimbursements to the County within a fiscal period.

- Two major non-reimbursable elections are scheduled for FY17:
 - August 2016 - State and Federal Primary & Shelby County General (\$940,000)
 - November 2016 - State and Federal General Election (\$1.4 million)
- FY16 elections costs were reimbursed at 100% by the State and City of Memphis. Requirements for extended early voting period, additional poll workers, and restrictions placed on overtime hours for temporary labor present challenges to containing election costs. One additional poll worker per 166 precincts is required during the Presidential Election.

CHANGES TO MAJOR CATEGORIES:

- Administration O&M budget includes the cost of security cameras at election commission offices at 150 Washington Avenue and 980 Nixon Drive, participation in the county vehicle replacement program, and training for Officer Certification.
- Administration FTE decrease of 3.5 since FY13 reflects transfer of 3 FTE to Information Technology Services in FY14 and the reduction of one full time position to part time status to fund other salary increases. Added one (1) FTE for Tech Specialist in FY17.
- FY17 revenue decreased \$2,100,000 due to the cyclical shift from reimbursable to non-reimbursable elections, as noted above.
- Election costs have been contained in comparison to the FY13 cycle, as shown below:

	<u>FY13 Actual</u>	<u>FY17 Proposed</u>	<u>Variance</u>
November State/Federal Elections	1,235,917	1,404,328	168,411
August State Primary/Cnty General Election	940,693	940,145	(548)
	2,176,610	2,344,473	167,863

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